

BUSINESS OBJECTS ACCESS REQUEST HUMAN RESOURCE UNIVERSES – HR FACILITY

A. REQUESTER INFORMATION	
1. Employee Name (Last, First, Initial)	2. Employee ID
3. FACS Agency	4. Work Address
5. Telephone Number	6. E-mail Address

B. REQUESTED ACCESS

- "All universes are composed of information subject to the definition of "public record" under section 2(e)(i) and (ii), MCL 15.232(e)(i) and (ii) of the Freedom of Information Act, MCL 15.231 et seq."
- HR FACILITY** is limited to data for a designated facility/process level. Requester must enter a process level code and respective department code or department code range for this request.
- HR FACILITY** enables access to the **HR Human Resources**, **HR DCDS Activity** and **HR DCDS Payroll** universes.
- Requester must select a security level from the list below. Proper authorization must be obtained for the selected security level.

HRMN Process Level Code		
HRMN Department Code Range		
Required Approval	Security Level – Security level is a mutually exclusive selection. Choose only one.	
AA	Public - Excludes access to FICA num and all confidential data	
AA	Controlled - Additional access to FICA number and limited confidential data items	
AA	Restricted - Additional access to include confidential deduction related data	
AA	Confidential - Additional access to confidential address data	
AA	Private - Access to all confidential data including dependent information	
Reason for Requested Access		

C. AGENCY AUTHORIZATION SIGNATURES

I agree to protect my user ID and password from unauthorized use. All access under my user ID is my responsibility. All information I obtain with it shall be used only in the proper conduct of State business.

Requester's Signature	Date
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The requester must obtain the signatures, indicated below, for authorization of this request.

Supervisor Signature	Date
MIDB Agency Security Administrator (ASA)	Date
Appointing Authority (AA)	Date

Please keep this document confidential.